

# Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting		
11 <sup>th</sup> January 2017	Attendees: Paul Tanner (PT) Mike Battersby (MB) Llyr Roberts (LR) Jon Blakemore (JnB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Joy Bringer (JB) Amy Jenner (AJ) Sarah Roberts (SR) [Luke Watson (LW) Louis Richards (LDR) Will Kirk (WK) introduced at start of meeting]	
Chairman	Paul Tanner	
Note taker	Amy Jenner	
Apologies	None	
Chairman's Opening		
The regular meeting of the Welsh Triathlon was called to order at 18:00 on 11 <sup>th</sup> January 2017 in Sport Wales by PT. PT welcomed new staff members WK, LDR, LW to the board meeting. They each introduced themselves to the board WK, LDR, LW left the meeting		
Conflicts of interest / Risk Register		
TO and JB raised their continuing conflict of roles within Sport Wales MB and AJ raised their continuing coaching by Rich Brady who is also a WT Tutor/Coach  BL stated there were no new risks, and that a key risk of 'loss of key staff' had diminished with TE increase in staff.  TO suggested risks were identified before Board Meetings by the Subgroups. LR agreed risk should be looked at at subgroup level. BL has a risk register set up which has been used at the Development Subgroup and will be used at the other subgroups going forward. The Self Assurance action plan identifies that Financial risk is missing. This will be looked at by the HPO group using a template from WSA		
Approval of minutes from 8 <sup>th</sup> June 2016 and 19 <sup>th</sup> November 2016		
Minutes Approved. AJ to prepare for website  PT noted that he hadn't raised any formal minutes from the virtual meeting he had with TO, MB, LR TR JnB and BL.		
Action Items	Person Responsible	Deadline
PT to raise minutes AJ to prepare minutes for website	PT AJ	20/02/17 13/01/17
Matters Arising not covered in this agenda		



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Financial Update: JnB		
Action Items	Person Responsible	Deadline
JnB to forward the accounts to SW	JnB	23/01/17
Board Reports - Bullet points update		

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## WT Executive Officers Report BL

BL updated the board on the recent staff changes.

Self-assurance was submitted in November and have been scored 13/15 maintaining green status.

PT asked if we had replied to all those asking questions at Novembers AGM about bulk membership. AJ would reply by email this week.

BL informed the board there would be a new BTF/TE youth membership package in place by April, she will have more information about it tomorrow.

MB felt that WT members should have more of an influence over membership packages.

LR asked if Home Nations could be consulted by BTF as they have the same issues over membership, BL confirmed this does happen, but often consultation is after TE have decided to press ahead with changes. WT are less autonomous than TS when it comes to adopting these changes.

PT asked if MB could raise any membership issues at BTF board. MB noted that it would be difficult, unless he has an item on the BTF Board Agenda.

MB gave an overview on the structure of the Triathlon England (TE) and BTF board structure.

LR felt that we need to look at our WT/BTF relationship more regularly moving forward.

MB thought that this information could be discussed at the strategy day later in the month

BL noted this was a point noted by the GLFW work carried out in 2016 and needed to be on the GLFW Action Planto be considered by the HPO Subgroup

MB said he felt the EO report for January's meeting was well written.

## Development Report - TO

TO apologised for not submitting a paper before the board meeting. The DMG met last night. Ian Liddiatt and Hannah Pretty are now sitting on the subgroup with WK and BL.

TO noted that last year with the staff changes, momentum for the group was lost, but he feels that WK will be a good driving force behind the group. The DMG meetings have been planned for the next year and he and WK will produce the agenda prior other DMG and the minutes of the DMG will form the basis of his Board Report. The sub group has recommended targeting club members conversion to WT membership by offering a kick back scheme.

BL said that WK will discuss with JnB any financial risks.

LR asked who would do the administration to make sure the clubs are getting the rewards. TO said he and WK will work on the finer details and come back to the board in March.

TO noted there is a gap in Marketing and Sponsorship and will the Board be filling this position. SR explained that when a similar position was advertised with Welsh Netball they had a big response, there may be candidates for the role on their database.

PT announced that the position for Director of Performance had been re-advertised and there were now 8 applicants. Interviews will be on the 19<sup>th</sup> January 2017.

JB updated the board on Safeguarding. BL and AJ went to panel in early December and the presentation was well received. the result will be an action plan prior to being awarded Level 3

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AJ is the deputy Safeguarding lead for WT, after attending a 2day time to listen training.  
AJ said she has set up a Welfare Officer section on the WT website.

## Rules and Tech - TR

The BTF rules will be re-visited on an annual basis.

TR asks the board to ratify the 2016 rules. Rules Ratified.

TR highlighted that there will be an LTO and RTO course running in March 2017.

TR asked if he could keep promoting the official courses. PT agreed saying it was good practice

**External Affairs Board Report** - MB discussed recent doping case which had been in the news MB wanted to ensure WT would be able to put the correct procedures in place should something similar happen at the CWG given that BTF would not be in a position to take the lead on this.

JB said that this would fall under Team Wales, but we should make sure we have procedures in place and know where roles and responsibilities lie.

JB asked if BL could ask the CAST group how it works with other NGB's

Action Items	Person Responsible	Deadline
BL to ask CAST group, who looks after UKAD issues at the Commonwealth Games BL & AJ to feedback AGM questions BL to align the GLF and Self Assurance plans into one place BL to take GLFW plan into a four-year plan Sort Out Membership Kickback	BL BL BL BL WK	8 <sup>th</sup> March 2017 01 <sup>st</sup> Feb 8 <sup>th</sup> March 2017
<b>Feedback from SW Partnership Panel - SR</b>		

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SR explained that the funding application was received from WT in November, which she assessed and took to SW Partnership Panel in December.

TO noted that due to his conflict of interest he was not involved in the panel.

For the first year WT have fallen into the Elite Sport Tier 3 category. Funding is agreed on an annual basis but should be planned up to 4 years ahead.

Other areas of Panel questioning which it would be prudent for WT to address in the next year are:

1. Commercial - Commercial Strategy
2. Partner Engagement - Development Strategy
3. Disability - Performance / Pathway Strategy / Equality....

## **Commercial - Commercial Strategy**

As triathlon happens at events what is the purpose and benefit of membership and what is the USP of WT? WT need to consider a Commercial Strategy.

## **Partner Engagement - Development Strategy**

Panel Recognition of the staffing issues and impact this year - but would like to see more Outward facing partner engagement now as a focus for 2017.

## **Disability - Performance / Pathway Strategy**

Recognition of Para - Tri -Creation of stronger link and collaboration with DSW particularly around potential transfer of athletes and athlete career longevity (swimmers / cyclists / athletes etc.)

BL stated that WT had on their GLFW Action Plan tasks around commercial and business strategy, stakeholder engagement. Inspot Plan had further disability targets and WK was to get in touch with DSW around paratri.

The Strategy day on the 28<sup>th</sup> will help address some of these concerns. LR mentioned that staff members should be invited to the strategy day.

BL agreed though felt it may be short notice given other things the staff had to do that weekend BL however happy to invite the staff.

Action Items	Person Responsible	Deadline
BL to invite staff to strategy day 28 <sup>th</sup> January	BL	12 <sup>th</sup> March 2017
<b>Discussion on subgroups BL</b>		

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BL listed the current sub groups and asked if all board members were happy with the groups and titles.

BL would like to change the High Performing Organisation sub group name to Governance and Leadership Group (GLG) - name approved by board.

PT asked if the board were happy with the Development Management Group (DMG) name - Name approved by board.

LR suggested that the sub group for External Affairs (EA) should be part of the GLG. Board approved.

TO agreed that workforce remained in the DMG

TO suggested that each subgroup should have delegated authority to approve to a certain level of budget.

PT mentioned that he wanted to have a HR committee group that sat beneath the GLG and met about twice a year or as required

The board decided on the 4 groups

Business management group - BMG

Governance and Leadership Group - GLG

Development Management Group - DMG

Performance Management Group - PMG

At the next GLG meeting they will discuss who sits on the HR committee.

PT asked all board members would they like to continue in the group they are in. JB said she hasn't the time to commit to two groups so will therefore sit on the GLG only.

AJ to send dates for the GLG to MB.

LR said we need to agree terms of reference for the BMG.

TO asked if all board members could submit their reports in the same format, and for AJ to email a conflict of interest form to Hannah Pretty.

Action Items	Person Responsible	Deadline
AJ to send GLG dates to MB	AJ	16 <sup>th</sup> January
AJ to email Hannah Conflict of interest form	AJ	16 <sup>th</sup> January
BL add CWG to each agenda to the run up to 2018	BL	Bi-Monthly
PT to set up HR recruitment sub Group beneath the GLG	PT	April 2017

## Chairman Close and Thankyou

Meeting was adjourned at 21:00 by Paul Tanner The next general meeting will be at 18:00 on 8<sup>th</sup> March 2017 Bute 2, Sport Wales

Minutes submitted by: Amy Jenner